



# CITY OF SAN ANTONIO

## DEVELOPMENT SERVICES DEPARTMENT

TO: Participating Fire Alarm Contractors

SUBJECT: **INFORMATION BULLETIN 102a**  
Professional Engineer (PE) Review/Certification of Fire Alarm System Plans

DATE: September 15, 2005  
*Revised August 17, 2012*

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The San Antonio Fire Department (SAFD) and Development Service Department (DSD) require that all fire alarm system plans be reviewed and approved for all such permit applications related to the installation, rehabilitation or modification of any such system.

Because of the current workload and as an option for you, a customer service initiative is hereby implemented whereby certified plans will be accepted in lieu of a complete plan review by City of San Antonio staff. Should you choose to exercise this option, fire alarm plans shall be reviewed and certified as meeting the required of the 2009/2012 International Fire Code with local City amendments by a registered Fire Protection Engineer licensed by the State of Texas. The PE is required to have the Fire Protection (FIR) branch listed under his/her contact information with the Texas Board of Professional Engineers records and is required to have an active (ACT) status on the Texas Board of Professional Engineers website for the application to be accepted by SAFD. It is up to the fire alarm contractor utilizing this optional program to verify this prior to submitting documents to SAFD for permitting.

If using this option, the fire alarm contractor is to submit the following to SAFD:

1. A completed Fire Alarm system permit application (IB 122).
2. A completed Fire Alarm Certification Statement (IB102a – see attached).
3. A completed document list by the PE who certifies the plans - calcs, plans, data sheets, etc. (IB 102a – see attached).
4. Two (2) complete sets of certified plans, two (2) copies of equipment data sheets, and two (2) copies of fire alarm system design calculations.

Once submitted to SAFD, staff shall complete an administrative review of the submittal in order to ensure that the proper documentation is provided (certification forms, signed plans and calculations, etc.). Staff shall also “spot check” each set of plans submitted under this policy. A “spot check” will consist of a review of the following items:

- a. Signature on plans from APS.
- b. General fire alarm type – manual, automatic, emergency voice-communication system.
- c. Any miscellaneous requirements that were included by the design team during the COSA Building Permit process. This may have been in the form of a Code Modification Request on another design issue that caused an increase or modification to the normal fire alarm requirements. Note that it is up to the fire alarm contractor to ensure that they have

received any and all information regarding any type of additional fire alarm information so that they can include in their design. The fire alarm contractor can contact DSD plan review staff with questions about this for each project.

- d. Any additional special considerations that have been clarified by SAFD and/or COSA regarding fire alarm design that have been issued as formal Code Interpretations.

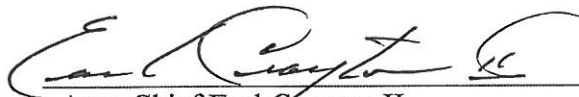
Once the administrative review and spot check is completed and approved by SAFD/COSA staff, the permit will be issued to the customer along with one set of the approved plans, calculations and equipment data sheets. This process will be completed within two (2) business days after the plans and PE certification forms have been submitted to COSA rather than the typical twenty-one (21) calendar days for a new project. Once the permit is issued, inspections may be called in by the installing contractor.

If the application is denied due to any problems identified during the administrative or "spot check" review, the fire alarm contractor will be notified in writing of the issues that require resolution. The permit will not be issued until these issues are resolved. Inspections shall not be conducted without the approved permit.

Most plans submitted under this process will only have the administrative and "spot check" performed by staff. Note that the "spot check" review is not to be a full re-review of the PE's work. However, SAFD/COSA will randomly do a complete plan review on some of the plans that are submitted under this policy to ensure quality of plans submitted under this process. If a complete review is conducted by SAFD/COSA staff, it will still be conducted within two (2) business days after submittal.

The SAFD and DSD reserve the right to terminate this optional program as workload and staff resources change.

Should you have any questions on this process, please contact the Fire Protection Specialist at (210) 207-0125 or the Sr. Fire Protection Engineer at (210) 207-8056.



Asst. Chief Earl Crayton II  
Fire Marshal  
San Antonio Fire Department



Michael P. Shannon, PE, CBO  
Assistant Director  
Development Services Department

Attachment: Attachment: Fire Alarm System Plan Certification Statement



# CITY OF SAN ANTONIO

## DEVELOPMENT SERVICES DEPARTMENT

TO: City of San Antonio Fire Department  
Fire Prevention Division  
1901 S. Alamo  
San Antonio, Texas 78204  
Office: (210) 207-8410

### FIRE ALARM SYSTEM CERTIFICATION STATEMENT

RE: Project Address: \_\_\_\_\_  
Project Name: \_\_\_\_\_

I hereby certify that the above-referenced fire alarm system plan(s) meet the requirements of the 2009/2012 International Fire Code with local City of San Antonio amendment. I have included a completed table as shown on page 2 identifying the documents I have certified.

Signature: \_\_\_\_\_

Name (printed): \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone number: \_\_\_\_\_

Texas P.E. Number: \_\_\_\_\_

## Document (w/ description)

Document/Revision  
Date

# APS

## Comments

[illegible]

Signature:

Name (printed):

Date:

Texas P.E. Number:

## **General Note to Fire Protection Engineers**

When performing the FPE certification review of fire alarm plans per DSD Information Bulletin 102a, please ensure that you review the following:

1. City of San Antonio (COSA) fire code amendments:
  - a. Located at <http://www.sanantonio.gov/dsd/codes.asp>
2. COSA DSD Information Bulletins related to fire alarm system design:
  - a. Overall and most current listing of IBs at  
<https://webapps1.sanantonio.gov/dsddocumentcentral/Search.aspx?B=%&C=%&D=Information%20Bulletins&T=%>
  - b. Specifically, as of the following:
    - i. IB118 – Fire department policy on fire alarm wiring requirements for Group R-2 occupancies  
\*\*\*It is recommended that you review the overall list to see most current list of IBs.
3. COSA DSD formal Code Interpretations related to fire alarm system design:
  - a. Overall and most current listing at  
<https://webapps1.sanantonio.gov/dsddocumentcentral/Search.aspx?B=General&C=Building&D=Code%20Interpretations&T=%>
  - b. Specifically, the following:
    - i. CI2006-018 – Automatic Fire Alarm Requirements for Guestroom Corridors in Group R-1 Occupancies
    - ii. CI2006-019 – Fire alarm Audibility Testing Requirements for Fire protection Systems
    - iii. CI2006-022 – Determining When Fire Alarm System Permits are Required
    - iv. CI2006-023 – Fire Alarm Visible Notification Appliance Intensities in Sleeping Areas
    - v. CI2006-024 – Protection of Fire Alarm System Control Equipment
    - vi. CI2007-004 – Fire Alarm Notification Appliances in Common and Employee Work Areas  
\*\*\*It is recommended that you review the overall list to see most current list of CI's.
4. If applicable, any approved Code Modification Requests for the project that may be related to fire alarm system design.

You should contact the fire alarm contractor or COSA DSD Fire Protection Specialist, Bob Gobert (210-207-0125, [robert.gobert@sanantonio.gov](mailto:robert.gobert@sanantonio.gov)) if you have any questions on this.